

NAVSEA
STANDARD ITEM

FY-02

ITEM NO: 009-102
DATE: 23 SEP 1999
CATEGORY: I

1. SCOPE:

1.1 Title: Alteration Verification; provide

2. REFERENCES:

a. None.

3. REQUIREMENTS:

3.1 Accomplish reporting of alterations in accordance with the following:

3.1.1 Meet with the designated representative of the ship's Commanding Officer and the SUPERVISOR within one day after start of the availability. Accomplish required reporting for each alteration in accordance with Attachments A through C.

3.1.2 Meet with the Commanding Officer's representative to obtain necessary information and signatures as required throughout the availability.

3.1.3 Submit eight legible copies of completed Attachments A through C for each alteration to the SUPERVISOR within three days after alteration completion.

3.2 Submit all copies of technical manuals, MIPs, and MRCs received with equipment (GFM and CFM) to the SUPERVISOR no later than five calendar days after receipt of equipment.

4. NOTES:

4.1 Data received in 3.2 required for installation and testing will be issued to the Contractor.

4.2 Alterations may include Ship Alterations (SHIPALTs), Ordnance Alterations (ORDALTs), Engineering Changes (ECs), Field Changes (FCs), Machinery Alterations (MACHALTs), and other configuration changes authorized for accomplishment.

ATTACHMENT A
EXCEPTIONS TO ILS VERIFICATION

ALTERATION IDENT: _____
(Type Hull-Class-Alteration Number)

SHIP: _____ ALTERATION ACCOMP DATE: _____
(Hull No./Name) (From - To)

INSTALLING ACTIVITY: _____

1. The following ILS was not provided upon completion of this alteration:

- a. Technical Manuals (listed by identification number and equipment application).
- b. Spares Support that is without RIC/PAL No./Interim Repair Parts (listed by Equipment Nomenclature)
- c. COSAL Updates (list documentation not onboard)
- d. Test Equipment (listed by Equipment Nomenclature)
- e. PMS Documentation (listed by Maintenance Index Pages (MIPs), Maintenance Requirements Card (MRC) Numbers)
- f. SSRD Markups (list mark-ups not onboard)
- g. Installation Drawings (list drawings not onboard)

2. The following information is provided for items indicated in paragraph (1):

- a. Information on how and when this missing ILS was ordered (i.e. Requisition Number, Letter/Transmittal Number, etc.).
 - b. Information on the current status/estimated receipt date/reason for late arrival (if known) (i.e. out of stock, not developed, etc.).
 - c. Information on the anticipated method of transfer to the ship when received (i.e. transshipment, forwarding letter, to be accomplished by someone other than NSA/AIT, etc.).
- _____
- _____
- _____

ATTACHMENT B
PHYSICAL CONFIGURATION AUDIT REPORT

ALTERATION IDENT: _____
(Type Hull-Class-Alteration Number)

SHIP: _____ ALTERATION ACCOMP DATE: _____
(Hull No./Name) (From - To)

INSTALLING ACTIVITY: _____

EQUIPMENT NOMENCLATURE _____

SERIAL NO.: _____

LOCATION: _____

EQUIPMENT DISPOSITION:

___ INSTALLED ___ REMOVED ___ MODIFIED

EIC NO.: _____

TECHNICAL MANUAL(S): _____
(New/Revised/Copies)

APL/AEL/PAL: _____

TEST EQUIPMENT: _____

PMS DOCUMENTATION: _____ (MIP NO.)

REMARKS: _____

ATTACHMENT C
SHIPALT INSTALLATION COMPLETION REPORT

KEY: X - CDM/NSA RESPONSIBILITY

DATE: _____

SHIPALT NO: _____

SHIPALT BRIEF: _____

SHIP HULL NO: _____

SHIP NAME: _____

SHIP CLASS: _____

PLANNING YARD: XXXXXXXXXXXX

PLANNING YARD Point of Contact: XXXXXXXXXXXX

TYPE COMMANDER: XXXXXXXXXX

SQUADRON: XXXXXXXXXX

NAVSEA SHIP PROGRAM MANAGER (SPM): XXXXXXXXXXXX

LIFE CYCLE EQUIPMENT MANAGER: XXXXXXXXXXXX

IN-SERVICE ENGINEERING AGENT (ISEA) XXXXXXXXXX

INSTALLING ACTIVITY Point of Contact: _____

INSTALLATION DATES: _____

SHIP'S FORCE	GOVERNMENT ACTIVITY	INSTALLATION CONTRACTOR
_____ (Signature)	_____ (Signature)	_____ (Signature)
_____ (Printed Name)	_____ (Printed Name)	_____ (Printed Name)
_____ (Department/Division)	_____ (Department/Division)	_____ (Department/Division)
_____ (Phone)	_____ (Phone)	_____ (Phone)
_____ (Date)	_____ (Date)	_____ (Date)